**Requirements and Procedures for Becoming a Substitute Teacher**

**1.  Have or Obtain a Current Kansas Teaching License**

\* In order to be considered for a substitute teaching position, you will need to have one of the following

Kansas Teaching Licenses: regular teaching, initial, exchange, standard substitute, or emergency substitute.  
\* If you do not have a Kansas Teaching License, but have a minimum of at least 60 college credit hours you

are eligible to apply for an Emergency Substitute Teaching License.

\* The Kansas State Department of Education is responsible for all Kansas Teaching Licensure.

**Applying for an Emergency Substitute Teaching License**

\* Log onto the Kansas State Department of Education at [www.ksde.org](http://www.ksde.org/)

­\* Select the Licensure Tab.

\* Select the Licensure Requirements Tab.

­\* Choose the appropriate substitute licensure and follow the application instructions.

**What You Will Need In Oder to Complete the Licensure Process**  
­\* A minimum of sixty college credit hours.  
\* Complete and submit the licensure application.  
­\* You will need to send $60.00 for the license fee and official transcripts.  
­\* If this is your first application or your license expired you will be required to be finger printed. There is a

$50.00 fee payable to KSDE for the finger print processing and background check.  
\* Finger print cards can be ordered at the KSDE website or picked up at the Wichita Public Schools Human

Resources Department at 201 N. Water Wichita Kansas 67202. Follow the finger print card instructions

provided with the card.

\* You can expect to pay a fee of approximately $20.00 to the qualified law enforcement agency that does the

finger printing.  
\* You will not receive your license until KSDE has received the results of your finger prints as well as your

license application with official transcripts and fees.

**Send a Copy of Your License Once You Have Received It.**

­You can send a copy to Wichita Public schools by; faxing it to 316-973-4631, scan/e-mail to [tast@usd259.net](mailto:tast@usd259.net) upload it to your employment application, or drop it off to the Wichita Public Schools Human Resources Office at 201 N. Water. Please attach a cover letter indicating “new license” for your substitute teacher application.

**2.  Complete and Submit an Online Employment Application for Wichita Public Schools**

\* Chose “Start an Application for Employment” under external applicant section. (See link below)

\* As part of the online application, you will be directed to the Gallop website in order to take the “Teacher

Insight” survey. This is a requirement for USD 259 Substitute Teachers.

\* You will be required to establish a “User Name”, “Password” and valid “Email Address” before starting your

application. This is a crucial part of the application process as you will need to modify your application from

time to time and almost all of the information you will receive regarding future employment will be sent to you

at the email address given on your application.

\* Once your application has been processed, you will be notified by email that you have been selected to

move to the next step of the selection process or that you do not meet the requirements for the position.

\* When all previous steps to the selection process have been met, you will be notified of the next orientation

training date. This is the last step of the selection process and you are required to successfully participate

and complete the training before being given an offer for employment to substitute teach.

\* Once you’ve completed all requirements, and given an offer of employment you will be asked to furnish a

current health form (less than one year old) with a light physical and TB test. You will also be sent by email

the first batch of online employment onboarding documents.

\* When you have successfully submitted the onboarding documents and furnished a copy of a current health

form, we will email you of the date and time you are scheduled to complete your onboarding session. The

email will include a list of documents you will need to bring with you to the employment onboarding session.

This session will take 3-4 hours. We will finalize your employment documents, review substitute

expectations, eligibility guidelines and train/review the Aesop system.

\* You should be ready for your first assignment 5-10 days after processing.